



COURT OF APPEALS

FOURTH COURT OF APPEALS DISTRICT
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SPRING STUDENT INTERNSHIPS

The Fourth Court of Appeals is accepting applications from second- and third-year law students for nonpaying judicial internships during the **Spring Semester of 2015**. The program offers law students the opportunity to improve legal research and writing skills while acquiring a “behind-the-scenes” view of an intermediate appellate court. Interns will be selected to work in the chambers of one of the court’s seven justices. Work will include cite-checking opinions, researching civil and criminal law issues, writing legal memoranda, discussing cases with the court’s justices and attorneys, and observing oral argument.

Work must be scheduled in partial or full-day blocks during the court’s normal working hours of 8:00 a.m. to 5:00 p.m. Within those limits, scheduling is flexible. Interns may be eligible for course credit with law school approval. Interns will take an oath of office to preserve the confidentiality of the court’s information and work product. During the internship, any legal work, paid or unpaid, for any entity other than the court will be subject to a conflicts check and must be pre-approved by the court. Interns must be familiar with Microsoft Word. Please note that the court does not allow interns to use any work product from the court as a writing sample.

To apply, please e-mail the following documents, in the order listed below, as a *single* PDF to margaret.adams@txcourts.gov.

- a cover letter indicating you are applying for an **intern** position,
- a résumé,
- a law school transcript (unofficial),
- a certification of class rank, and
- a writing sample no longer than ten 8 ½” x 11” pages.

The cover letter, résumé, and writing sample must be electronically searchable; bookmarks are preferred but not required. Where a signature is required, an electronic image signature is preferred, but an /s/ signature block is acceptable.

The file name must be the student’s last name, first name, middle initial (if any), the term applied for (i.e., Spring), and “Internship_Application” delimited with underscores.

For example, Maria G. De Los Reyes’s application for a spring internship must be named as follows:

DeLosReyes_Maria_G_Spring_2014_Internship_Application

Applications must be *received* on or before 12:00 midnight on **November 1, 2014**. Please do not send applications to the individual justices of the court. The court will base its decisions on the applications received, individual interviews, or both.